



Online Employment Application Guide Frederick County Government Frederick County, MD

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To Apply for a Specific Job Opening

1. From www.FrederickCountyMD.gov, go to the desired Frederick County Government Job Opportunities page:





2. On the 'Frederick County Government Job Opportunities' page, click on the job title you are interested in.

[Print this page](#)

2 records found.
Page # of 1

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
CDL Fixed Route Driver (Part-Time / On-C...	Part-Time Non-Benefited	\$15.36/Hour	Continuous
Day Camp Counselors	Seasonal	\$8.00/Hour	Continuous

3. Review detailed information regarding the job: Job Description (taking notice to the Qualifications and Requirements section), Benefits, Supplemental Questions, Salary, etc. Click on the Apply link to move into the application.

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Job Title: CDL Fixed Route Driver (Part-Time / On-Call)
Closing Date/Time: Continuous
Salary: \$15.36 Hourly
Job Type: Part-Time Non-Benefited
Location: Transit - Frederick, Maryland
FLSA Status: Non-exempt
Length of Probationary Period:

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Non-exempt; grant-funded; no-benefits; part-time / on-call coverage; varying shifts between 5 a.m. - 10:30 p.m.; Monday - Saturday This position is responsible for operating a transit-type bus or other TransIT vehicle to transport the general public, including persons with disabilities. Supervision is received from the Operations Supervisor and/or the Operations Manager.		

4. **Logging in:**

- a** If you already have a **governmentjobs.com** account, log in using the applicant username and password that you created previously (option **a** in the figure below). Skip to Step 6 or 7. Note: Please do not share accounts. A separate account must be created for each applicant.
- b** Or, if you have never registered with governmentjobs.com, you will first need to set up an account. To do so, click on 'Not Registered Yet? [Create Your Account Here!](#)' (option **b** in the figure below).



Are you registered?
To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Option: a →

Option: b →

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

Username:
Password:

5. Enter your new account information (you **MUST** remember this information)

- Write your username and password here:

_____/_____
Username Password

- Click on the 'Save' button when you are done.
- A page is displayed with your login information. Click on the 'Login' button
- Enter your username and password and click 'Login'

Request New Job Seeker Account

Enter your account information:

Username
Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

Email Address

Create a Password:

Password
Confirm Password
Password Hint
Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

6. **If you have never created an application online in our system**, this will be your next step. Click on 'Create Application.'

[Main Menu](#) [Application Status](#) [My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

Applications You've Created:

Name	Date Created	Modify
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Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

- Input a title for your application for your future reference.
- Click on the 'Create Application' button and Skip to Step 8.



Or, if you already have an application in our online system, YOU DO NOT NEED TO RECREATE A NEW APPLICATION EVERY TIME YOU APPLY FOR A POSITION.

Apply for new jobs with a previously created application by simply clicking on 'To apply for the position of ___(the job title)___ click here.' You will be given a chance to update your information and tailor it as needed to the job you are currently applying for.

Main Menu Application Status My Account

To apply for the position of [Account Clerk II](#) click here.

Create Application

Applications You've Created:

Name	Date Created	Modify
Parks and Recreation	Dec 23, 2005 (In Progress)	Edit Delete
Leadership/Management	Dec 23, 2005	Edit Delete

Tip: You do **NOT** need to recreate a new application every time you're applying for a position.

7. Fill in the 'Personal Profile' information if you are creating a new application. If this is a previously created application, review and update. **Note: Required information is marked with an asterisk (*) and must be completed.** Click 'Save and View' to proceed.

① Job Application ② Agency-wide Questions ③ Confirm Application ④ Certify & Submit

Job Application >> Profile

* Required Field

Cancel Save & View Application

Contact Information

* First Name
John

Middle Initial
Q

* Last Name
Doe



8. Enter Education, Work Experience, Certificates, and other information by clicking on the Add links. Click the 'save' button at the bottom of each section. To add additional entries in any of these sections, click on Add again.

Education [Add Education](#)

Work Experience [Add Work Experience](#)

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)
Office Skills
Typing: 0
Data Entry: 0 [Edit](#)

Additional Information [Add Additional Information](#)

References [Add Reference](#)

Resume [Edit Resume](#)
Text Resume

[Go to Step 2: Agency-wide Questions](#)

* Required Field

9. If you wish to enter a resume, click 'Edit Resume.' You may cut and paste from a previously completed resume into this section. Or you may start from scratch. Resumes are not required.
10. Answer the agency-wide supplemental questions (or review your answers if you are using a previously created application). Click on the 'Save & Proceed' button at the bottom of the page.
11. Answer the job-specific supplemental questions (if any).

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Supplemental Questions * Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

1. What software programs are you proficient in using?

☒ MS Word
☒ MS Excel
☐ MS Access
☒ MS Outlook


[Save Work in Progress](#) [Save & Proceed](#)

* Required Field




12. Click on the 'Save & Proceed' button at the bottom of the page.
13. Review your application carefully. Incomplete information may disqualify your application. When you are satisfied that your application is complete, scroll to the bottom and click 'Confirm Application.'
14. Click the 'Accept' button on the digital signature screen.

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge and belief. I understand that any false or incomplete response may result in my forfeiting all rights of employment with Frederick County Government. I hereby certify that I am either a US citizen or national, an alien authorized by the US Citizenship and Immigration Services (USCIS- formerly US Immigration and Naturalization Service) to work in the United States. I understand that any final employment offer will be contingent upon my completion of USCIS Form I-9 and presentation of acceptable documentation at the time of hire. I understand that in order to be employed by Frederick County Government, I will be required to present evidence of my identify and employment eligibility that are genuine and that relate to me, and that federal laws provide for imprisonment and/or fine for any false statements or use of false documents in connection with my eligibility verification. I understand that I may be required to verify any and all information given on this application. I hereby authorize Frederick County to obtain for my past employers, educational institutions, and/or any law enforcement agencies all data needed to support this application. I understand that Frederick County may require a State and National criminal history records check and background investigation or applicants for certain positions. If I am applying for one of these positions, I hereby consent to the performance of a State and National criminal history records check and background investigation. I understand that this completed application is the property of Frederick County and will not be returned. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.



15. Click on the 'Logout' link in the upper-right-hand corner.

Congratulations! You have successfully completed your job application with Frederick County Government. We appreciate your interest in employment with Frederick County Government and wish you the best in your job search.



Additional Information

To Complete A Job Interest Card

1. Log in to: www.FrederickCountyMD.gov and go to the Frederick County Government Job Opportunities page.
2. Click on 'Job Interest Card'

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Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with Frederick County Government whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the Clear All Categories/Select All Categories links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Attorney	<input type="checkbox"/> Automotive
<input type="checkbox"/> Building & Grounds Cleaning and Maintenance	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Career Exploration
<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Code Enforcement
<input type="checkbox"/> Community and Social Services	<input type="checkbox"/> Community Development	<input type="checkbox"/> Construction Trades
<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling	<input type="checkbox"/> Court Administration
<input type="checkbox"/> Custodial	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Dispatch
<input type="checkbox"/> Drivers	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Elections
<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Engineering	<input type="checkbox"/> Environmental Services

3. On the Job Interest Card screen, place a check in the box next to each job category for which you would like to receive email notifications. Scroll down to the bottom and complete the Job Interest Card. Click 'Submit Request.' For the next 12 months after you submit this form, you will receive an email notification each time a position opens with Frederick County Government whose category matches one of the categories you've chosen. After 11 months, you will receive a reminder email which provides you the opportunity to extend your notifications for another year.



To Check Your Application Status

1. This can be done by logging into: www.governmentjobs.com. Click on the 'Career Seekers' link.
2. Or you may log into the "Applicant Log-in" page at www.FrederickCountyMD.gov/jobs
3. Once you are logged into either site, click on 'Application status.' You may also update account information through 'My Account.'

<div>Main Menu Search Jobs Application Status My Account</div>					
Positions You've Applied For					
You have applied for 8 positions.					
Job Title	Organization	Applied	View App.	Status	Schedule
Branch Administrator I - Bookmobile	Frederick County Government, MD	12/28/09	View	Test	
Veterinary Technician	Frederick County Government, MD	11/19/09	View	Scheduling of Interviews	
Child Development Assistant	Frederick County Government, MD	10/20/09	View	Application Received	
Materials Manager - Adult Services	Frederick County Government, MD	10/19/09	View	Review of Qualifications and Requirements	
Family Partnership Aide I	Frederick County Government, MD	10/19/09	View	Application Received	
Custodian	Frederick County Government, MD	10/14/09	View	Scheduling of Interviews	
Administrative Specialist I - LEC	Frederick County Government, MD	09/22/09	View	Scheduling Interview	
Child Development Assistant	Frederick County Government, MD	09/04/09	View	Interview Process	
Main Menu Search Jobs Application Status My Account Logout					



To Create An Application Before Applying for a Job

1. Log in to: www.governmentjobs.com or you may log into the "Applicant Log-in" page at www.FrederickCountyMD.gov/jobs, and create an applicant account
 - Click on the 'Career Seekers' link

GovernmentJobs

Home Job Search **Career Seekers** About Us Post a Job Employer Login

Quick Job Search [Advanced Search](#)

Keyword:

Job Category:

Job Location:

Welcome! You've arrived at the most comprehensive Web site for finding public sector jobs.

2. Click on 'Create Your Account Here!' **Note:** If you have already created a user account, login using your previously created username and password. **You will not be able to create another applicant account using the same e-mail address.**

Address: http://69.225.112.11/js_login.cfm

GovernmentJobs

Home Job Search **Career Seekers** About Us Post a Job Employer Login

Are you registered?

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)

[I Forgot My Password](#)

- Enter your new account information (you **MUST** remember this information)
 - Write your username and password here: _____ / _____
Username Password
3. Proceed by following the screen directions. Save your work on each screen and when you are done, logout.
 4. When you are ready to apply for a Frederick County Government job, go to Page 1, Step 1 of this manual and proceed from there.